**Email Invite –T•C•E Mentor**

Below is a template you can cut and paste into the body of an Email to send to your Mentor after replacing the yellow highlighted sections with the appropriate information.

Name,

Good Morning! I trust all is well with you and Place of Work.

I have just completed a week development plan for ***Courageous Leadership*** with a focus on being a “Technically, Cognitively & Emotionally Aligned” Leader. Per this philosophy, Courageous Leaders subscribe to a set of leadership characteristics that guide their decisions and actions.

The characteristic I am currently developing is being a “Technically, Cognitively, and Emotionally Aligned” Leader. I am requesting a meeting with you for no more than 60 minutes so that we may have a one-on-one conversation.

I offer the following bullets to potentially guide our conversation:

* What daily tasks do you think would fall under each category (technical, cognitive, & emotional intelligence (T•C•E))?
* How important is achieving T•C•E Alignment?
* As a leader, how do you know if you are spending the right amount of time in each category (T•C•E)?
* What is the appropriate T•C•E alignment for you?
* What do you think would be an appropriate T•C•E alignment for me at this stage in my life and career?
* What suggestions do you have for helping me to maintain the appropriate T•C•E alignment?
* What has been helpful to you in making changes (i.e., increasing time spent developing relationships)?
* Do you have recommendations for books or other resources?
* Do you have a recommendation for a leader that is T•C•E aligned that I should talk to?

If you are available, I would like to come by your office at time and Date.  Should that time and date not work for you, please suggest another between now and Date and Time.

 Thank you!

Sincerely,

Name

Signature Block